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Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 15 S. 1997

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR; ASSISTANT ADMINISTRATORS  
HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION  
MANAGERS; OPERATION MANAGERS; HEADS OF FOREIGN-ASSISTED  
PROJECTS; PROVINCIAL IRRIGATION OFFICERS; IRRIGATION  
SUPERINTENDENTS; CORPORATE AUDITOR; REGIONAL/PROJECT  
AUDITORS AND ALL OTHERS CONCERNED  
National Irrigation Administration

SUBJECT : GUIDELINES FOR THE ADVANCE PAYMENT OF ONE-HALF (1/2) OF  
THE YEAR-END BONUS AND CASH GIFT FOR CY 1997

1.0 PURPOSE

This Circular is issued pursuant to Budget Circular Nos. 11 and 11-A dated October 31, 1996 and April 24, 1997, respectively, authorizing government personnel to exercise the option to receive advance payment of one-half (1/2) of the amount of the Year-End Bonus and Cash Gift authorized under RA 6686, which shall be deducted from the full amount of the Year-End Bonus and/or Cash Gift accruing to the official or employee concerned for CY 1997.

2.0 COVERAGE

NIA personnel whether under regular, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee, who are under the following instances from January 1, 1997 to April 30, 1997:

- 2.1.1 have rendered at least a total of four (4) months of service including leaves of absence with pay from January 1 to April 30, 1997.
- 2.1.2 on approved leave without pay but have rendered at least a total of four (4) months of service as of April 30, 1997, provided they are not yet dropped from the rolls.
- 2.1.3 those who have rendered less than four (4) months of service.

### 3.0 EXEMPTIONS

NIA personnel under the following instances as of April 30, 1997, shall not be entitled to the benefits authorized herein:

- 3.1 those with pending cases, viz:
  - 3.1.1 when under preventive suspension, until exonerated;
  - 3.1.2 when formally charged in administrative cases, i.e., their offices have found, after preliminary investigation, that a prima facie case exists against them and the requisite written formal charge has been issued by the disciplining authority;
  - 3.1.3 when they have cases pending before the Office of the Ombudsman, the Prosecutor's Office or of other administrative bodies which relate to acts or omissions in connection with their official duties or functions and where it has already been resolved by the Offices concerned that there exist prima facie cases; and
  - 3.1.4 when there is pending criminal information filed against them in Courts which relate to acts or omissions in connection with their official duties or functions.
- 3.2 those who are formally charged in administrative cases and/or meted penalties; thereafter, they shall be entitled thereto unless subsequently formally charged and/or meted penalties for another offense. Accordingly, those with pending cases are only disqualified to receive the benefits authorized herein during the first year of the pendency of the cases.
- 3.3 those who are absent without leave (AWOL);
- 3.4 those who are no longer in the service as of April 30, 1997 or those whose government service ends before October 31, 1997 due to retirement/ resignation/ separation or for whatever reasons.
- 3.5 those who are hired not as part of the organic manpower but as consultants or experts for a limited period to perform specific activities or services with expected outputs; laborers of contracted projects (pakiao); and others similarly situated.

#### 4.0 RULES AND REGULATIONS

- 4.1 The benefits of government personnel covered under items 2.1.1 and 2.1.2 hereof shall consist of a bonus equivalent to their actual basic monthly salaries/daily wages as of April 30, 1977 exclusive of allowances and other forms of compensation usually paid in addition to their basic pay, and a cash gift of P500.
- 4.2 The benefits of contractual personnel shall consist of a bonus equivalent to one-half of their monthly contractual rates exclusive of the twenty (20%) percent premium, if any, and all allowances and other forms of compensation usually paid in addition to their basic pay, and a cash gift of P500.00.
- 4.3 Government personnel may, however, exercise the option to receive advance payment of one-half (1/2) the benefits authorized herein not earlier than May 1 but not later than May 31. The balance thereof shall be paid not earlier than November 15 but not later than November 30 of each year.
- 4.4 Government personnel who did not exercise the said option shall be paid the full amount of the same benefits not earlier than November 15 but not later than November 30 of each year.
- 4.5 The benefits of government personnel who are on full-time or part-time detail with other government agency or special project shall be drawn from their respective mother agency. In the case of those who are paid from project funds, the benefits shall be drawn from the same source where they draw their salaries. No one shall receive benefits from more than one source.
- 4.6 Government personnel who are employed on a part-time basis are entitled to the benefits provided herein corresponding to the basic salary he is actually receiving and a pro-rata amount of the cash gift. Those who, by nature of their employment, are on part-time service with two (2) different agencies, where part-time service in one agency is equivalent to one-half day service, shall be entitled to an amount for the corresponding one-half day service, in each agency, provided that the total benefits shall not exceed the equivalent amount provided in this Circular.
- 4.7 The advance payment under this Circular of NIA officials or employees who transferred to another government agency shall be granted by their new Office.

- 4.8 Government personnel covered under Item 2.1.3 hereof shall be entitled solely to the Cash Gift pro-rated as follows:

Length of Service	Amount
3 months but less than 4 months	P400.00
2 months but less than 3 months	300.00
1 month but less than 2 months	200.00
Less than one month	100.00

- 4.9 Government personnel who received advance payment of one-half (1/2) of the benefits authorized herein but are no longer in the service as of October 31 of the same year shall be made to refund the same through deduction from whatever benefits are due them.

- 4.10 Government personnel who were granted the benefits authorized herein but have been found to be covered under Items 3.1 and 3.2 hereof after the grant of such benefits shall be made to refund the same if they are allowed to continue to receive their salaries. Otherwise, the refund shall start upon their reinstatement.

- 4.10.1 In case they opted to transfer to other agencies after serving their penalties, the amount to be refunded shall be deducted from the monetized value of their accumulated leave credits. Where they have no accumulated leave credits or the monetized value is insufficient, they shall be made by their new agencies to refund the amount through payroll deduction upon their transfer.

- 4.10.2 In case they died, opted to retire/resign or are separated from the government service; the amount shall be deducted from whatever benefits are due them.

## 5.0 FUNDING SOURCE

Funds for the purpose of implementing this Circular for those whose salaries/wages are charged against the Current Operating Budget for 1997 shall be charged thereto. Those whose positions are authorized under Project Plantilla shall be charged against their respective Project funds.

**6.0 RESPONSIBILITY OF CHIEFS OF NIA OFFICES**

The Chiefs of Offices/Projects concerned shall be held responsible for the implementation of this Circular in their respective area of jurisdiction and shall be held personally liable for any deviation/s from the provisions hereof, without prejudice, however, to the refund of any excess payment by the employees concerned.

**7.0 REPEALING CLAUSE**

All circulars and other issuances which are inconsistent with the provisions of this Circular are hereby repealed or suspended accordingly.

**8.0 RESOLUTION OF CASES**

Cases not covered by this Circular shall be submitted to the Secretary of Budget and Management for appropriate evaluation and resolution.

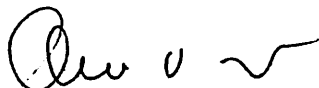
**9.0 PAYMENT OF THE BENEFITS**

Payment of the benefits herein authorized shall be not later than May 31, 1997.

**10.0 EFFECTIVITY**

This Circular shall take effect immediately.

Compliance hereon is enjoined.

  
**ORLANDO V. SORIANO**  
Administrator

8 May 1997